



Office of the Registrar

UNIVERSITY OF GEORGIA

Petition to Reinstate Class Schedule

UGA Office of the Registrar
Holmes/Hunter Academic Bldg.
Athens, GA 30602-6113

Complete this petition to request a complete reinstatement of all courses dropped for non-payment. Partial schedule reinstatements will not be accepted. The schedule must be reinstated as it was prior to being dropped. Completed form should be submitted to the Registrar's Office for processing. If using this form to petition for reinstatement, late add forms are not necessary.

PLEASE NOTE: Upon approval to reinstate your schedule you will have three business days after reinstatement to pay the tuition balance in full or be removed from the reinstated courses. Please see <https://reg.uga.edu/student-forms/permission-to-reinstate-class-schedule/> for additional information about the reinstatement policy.

STUDENT INFORMATION:

Last Name: _____ First: _____ Middle: _____

UGA ID Number: _____ Email Address: _____ Contact Phone: _____

Justification for Reinstatement: _____ Academic Term: _____

(Explanation for failure to meet payment deadline and how to prevent situation from reoccurring)

Completed and signed forms may be sent from your **UGA email address** to **reghelp@uga.edu**.

Student Signature: _____ Date: _____

Office Use Only		
<input type="checkbox"/> Request Approved	System Update By: _____	
<input type="checkbox"/> Request Denied Reason for Denial: _____	Date: _____	